

SRO QUARTERLY ACTIVITIES REPORT (QAR) – FY04

INSTRUCTIONS: **MAIL ORIGINAL and TWO COPIES** to:

Grants Administration
DCJS
805 East Broad Street
Richmond, VA 23219

INTERNAL PROCESSING
Copies to: Central Files
Grant Monitor
VCSS (Schuiteman)

Law Enforcement Agency: _____ Date: _____

This report describes my activity during:

_____ **Quarter 1** - July 1-Sept. 30, 2003

_____ **Quarter 2** - Oct. 1-Dec. 31, 2003

_____ **Quarter 3** - Jan. 1- March 31, 2004

_____ **Quarter 4** - April 1- June 30, 2004

FY04 DCJS grant number _____ **School Assignment:** _____

SRO's Signature: _____

Signature of SRO's Supervisor: _____

A. Crime Prevention Activity this Quarter

1. Did you participate in any assessment or audit of school safety? ____ Yes ____ No
If yes, briefly explain:

2. Did you have any opportunity to apply CPTED (Crime Prevention Through Environmental Design) principles to improve your school's safety? ____ Yes ____ No
If yes, briefly explain:

3. Did you participate in any special activities or events that promoted school safety (e.g. help revise policies/procedures, student crime prevention project, PTA presentation, etc.)?
____ Yes ____ No If yes, briefly explain:

4. Did any serious or unusual problems arise during the quarter that you tried or were able to resolve before they became reportable incidents? ☐ Yes ☐ No
If yes, briefly explain:

B. Law Enforcement Activity the Quarter

5. Were there any conditions or factors in your work environment that:
- _____ **made it easier** to perform law enforcement duties
- _____ **made it harder** to perform law enforcement duties

If you checked one or both, briefly explain:

6. Describe any activities during the quarter that supported or helped achieve **the measurable objectives listed in your grant proposal** (contact your agency grant manager if you need a copy of the proposal). Attach extra pages if necessary.

C. Community Liaison Activity this Quarter

7. Write *the number of times* this quarter that you referred a student or parent to the **school** or **community** resources below:

_____ school guidance counselor	_____ protective services (child abuse/neglect)
_____ school social worker	_____ social services (non-abuse/neglect)
_____ school psychologist	_____ mental health/family counseling services
_____ conflict mediation program	_____ victim services
_____ anger management program	_____ juvenile or district court
_____ truancy/dropout programs	_____ domestic violence services
_____ student assistance program	_____ recreational/youth development org
_____ other (specify)_____	_____ Other (specify)_____

D. Law-Related Education Activity this Quarter

8. Please report any law-related education (LRE) activity you engaged in:

<u>Date</u>	<u>LRE Topic</u>	<u>Audience Type*</u>	<u>Approx. Number</u>
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* Students, school staff, parents, community members, others or combination (please describe)

F. Allocation of Your Work Time this Quarter

9. Please estimate the amount of time (that is, percent of total work time) you spent this quarter on the following activities: **Total must be 100%.**

_____ %	investigations of incidents
_____ %	patrol/security of school
_____ %	meetings (school staff, parents, social workers, etc.)
_____ %	law-related education activity
_____ %	student involvement/activities/projects
_____ %	court related activity
_____ %	reports and other paperwork
_____ %	training
_____ %	non-SRO assignments
_____ %	school safety and security assessments/audits
_____ %	other (specify): _____
100%	Total

10. (Optional) Please provide any other information you feel is important (append or use the back of this page if necessary)

NOTE: Please direct any questions about this report to your grant coordinator.